

Hints and Tips for ERA Reporting

Tip #2 -- Successful SF-425 Submission with ERA 1 and ERA 2 Quarterly Reports

ERA1 and ERA2 Recipients are required to complete and submit the Federal Financial Report form (Standard Form 425 (SF-425)) as part of the required Quarterly Reports.

Below are some common questions and answers about the SF-425 form required as part of the ERA1 and ERA2 Quarterly Reports:

What is the SF-425 form?

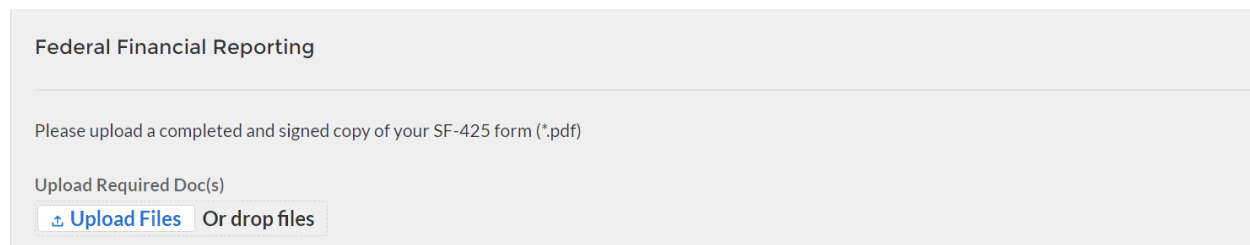
The Standard Form 425 (SF-425) is the Federal Financial Report form that Office of Management and Budget (OMB) approved for use by recipients of Federal awards government-wide with a standard format for reporting the financial status of their awards. ERA1 and ERA2 Recipients must complete the SF 425 form and submit it with their Quarterly Reports.

When is it due? How is it related to the ERA Quarterly Reports?

The SF-425 form must be submitted to Treasury as part of the required ERA 1 and ERA 2 Quarterly Reports.

How does the ERA Recipient submit the SF-425 Form?

Recipients must complete the SF-425 form and upload it via the upload feature found in the **Performance and Financial Report tab** on Treasury's portal. See below for a snippet of the portal page where you can upload the completed SF-425 form.



The screenshot shows a web interface for "Federal Financial Reporting". Below the header, there is a text prompt: "Please upload a completed and signed copy of your SF-425 form (*.pdf)". Underneath this, it says "Upload Required Doc(s)". At the bottom of this section, there is a button labeled "Upload Files" with a small icon of a document and an arrow, followed by the text "Or drop files".

Where do I find the SF-425 Form?

For your convenience, [download a fillable the SF-425 form here.](#)

How do I Complete the SF-425 Form?

[Sample SF-425 form with special instructions for ERA Recipients](#)

Who needs to sign the form?

The Authorized Certifying Official of the ERA Recipient must certify and sign the SF-425 form. This is the official who is authorized by the ERA Recipient to act on its behalf (e.g., the Chief Financial Officer).

If you have any questions or need additional information about the Emergency Rental Assistance programs, please contact us by email via EmergencyRentalAssistance@Treasury.gov.

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